

WASHINGTON TECHNOLOGY SOLUTIONS

ENTERPRISE TECHNOLOGY SOLUTIONS

TALS – AMR

REPORT DESCRIPTIONS AND SAMPLES

August 2015

Report Tutorial Appendix 2

AMR001 – Allotment Expenditure Summary

Purpose and Overview of Report

The AMR001 report provides a summary of expenditure allotment and FTE allotment data by program, account, account type, expenditure authority or expenditure authority index and object for fiscal year and biennial time periods. The report displays information in five categories: 1) the report summary; 2) allotted expenditures; 3) unallotted; 4) reserve and 5) comments. The report may not be run below the sub-program level.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on expenditure and FTE allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effect of the incremental change being proposed.

Availability

All reports are available through the Reporting Portal. Go to the Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:

1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. One packet program within an agency.
5. Expenditure data by account
6. Expenditure data by account and Expenditure Authority or Expenditure Authority Index
7. Data at the program or sub-program level.

Report Detail

The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

Report Tutorial Appendix 2

The body of the report will contain information based on the main sections and their various sub-sections. The various sub-sections will depend on the report parameters selected.

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) User Group (Required to make selection)
- 5) Biennium
- 6) Agency (Default is your agency)
- 7) Packet Program
- 8) Packet Purpose
- 9) Packet Status
- 10) Packet Number
- 11) Display Comments
- 12) Account
- 13) Expenditure Authority Code
- 14) Expenditure Authority Index
- 15) Level of Detail for Account/EA
- 16) Program
- 17) Level of Detail for Program

Report Tutorial Appendix 2

OFM

179 - Department of Enterprise Services

Allotment Expenditure Summary

2013-15 Biennium

Packet Purpose: ALL
 Packet Number: ALL
 Packet Status: Approved

Report Number: AMR001
 Date Run: 3/27/2015 8:12AM
 Print Date: 3/27/2015 8:13AM

Allotment Summary

	FY 2014	FY 2015	Biennial Total
Total Allotted	238,927,780	305,212,534	544,140,314
Total Unallotted*			18,323,063
Total Reserve*	1,000	20,000	21,000
Total Agency 179 Allotment*	238,928,780	305,232,534	562,484,377
Total Other FTE Staff Years	1,071.50	1,062.83	1,067.17
Average Salary	4,888	4,992	4,940

Allotted Expenditures

Program	FY 2014	FY 2015	Biennial Total	% of Total
010 Support Services	885,194	1,008,923	1,894,117	0.4
020 Finance	13,638,180	13,418,734	27,056,914	5.0
030 Enterprise Technology Solutions	47,123,838	54,023,585	101,147,423	18.6
040 Personnel Services	7,075,533	6,237,558	13,313,091	2.5
050 Business Resources	53,649,621	61,214,145	114,863,766	21.1
060 Enterprise Facility Services	72,760,749	73,302,816	146,063,565	26.8
080 Contracts and Legal	25,784,314	23,228,890	49,013,204	9.0
850 Non Appropriated/ Non Budgeted		38,374,087	38,374,087	7.1
900 Capital Programs	18,010,351	34,403,796	52,414,147	9.6
Total Agency 179 Allotted	238,927,780	305,212,534	544,140,314	100.0

Account and Expenditure

Authority Type	FY 2014	FY 2015	Biennial Total
001-1 General Fund-State	3,659,880	3,593,000	7,252,880
03K-6 Industrial Insurance Premium	94,156	94,156	188,312
042-1 Char/Ed/Penal/Reform/Institu	499,992	500,008	1,000,000
045-1 State Vehicle Parking	1,600,946	430,054	2,031,000
045-6 State Vehicle Parking	1,877,180	1,999,970	3,877,150
Total 045 State Vehicle Parking Account	3,478,126	2,430,024	5,908,150

Report Tutorial Appendix 2

AMR002 – Allotment Expenditure Detail

Purpose and Overview of Report

The AMR002 report provides a detail of expenditure allotment and FTE allotment data by program, account, account type, expenditure authority or expenditure authority index and object for fiscal year and biennial time periods. The report displays information by month, fiscal year and biennium. There are two options available. Both options contain the following sections 1) Expenditure Data; 2) FTE Data; 4) Summary for Agency, Program, Organization, Project, Budget Unit, Budget Activity, User Defined and Section 5) Comments. Only option 1 contains the additional section 3) Object Data.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on expenditure and FTE allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effect of the incremental change being proposed.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:

1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. One packet program within an agency.
5. Expenditure data by account
6. Expenditure data by account and Expenditure Authority or Expenditure Authority Index
7. Data at the program or sub-program level.

Report Tutorial Appendix 2

Report Detail

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The body of the report will contain information based on the main sections and their various sub-sections. The various sub-sections will depend on the report parameters selected.

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- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) User Group (Required to make selection)
- 5) Biennium
- 6) Agency (Default is your agency)
- 7) Packet Program
- 8) Agency Allotment Option (Default is 1)
- 9) Packet Purpose
- 10) Packet Status
- 11) Packet Number
- 12) Display Comments
- 13) Account
- 14) Expenditure Authority Code
- 15) Expenditure Authority Index
- 16) Level of Detail for Account/EA
- 17) Program
- 18) Sub Program
- 19) Sub Activity
- 20) Task
- 21) Program Index
- 22) Level of Detail for Program
- 23) Division
- 24) Branch
- 25) Section
- 26) Unit
- 27) Cost Center
- 28) Organization Index
- 29) Level of Detail for Organization (Default is Agency)
- 30) Budget Unit
- 31) Display Budget Unit
- 32) Project

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- 33) Sub Project
- 34) Project Phase
- 35) Level of Detail for Project (Default is Agency)
- 36) Budget Activity
- 37) Display Budget Activity (Default is No)
- 38) User Defined
- 39) Display User Defined (Default is No)
- 40) Object
- 41) Sub Object
- 42) Sub Sub Object
- 43) Level of Detail for Object (Default is Object)
- 44) Capital Project Number

OFM

179 - Department of Enterprise Services
Allotment Expenditure Detail
2013-15 Biennium

Packet Purpose: ALL
Packet Number: ALL
Packet Status: Approved

Report Number: AMR002
Date Run: 3/27/2015 8:53AM
Print Date: 3/27/2015 8:54AM

Program Structure
010 - Support Services

Expenditures by Account-EA Type

		FY 2014	FY 2015	Biennium Total
422-6 Enterprise Services Account-Non-Appropriated	Jul	52,720	71,505	
	Aug	50,942	71,505	
	Sep	53,442	71,505	
	Oct	54,186	71,505	
	Nov	91,601	71,505	
	Dec	56,338	71,505	
	Jan	86,229	96,508	
	Feb	84,975	96,508	
	Mar	85,025	96,508	
	Apr	90,463	96,508	
	May	91,968	96,508	
	Jun	87,305	97,353	
Total 422-6 Allotted		885,194	1,008,923	1,894,117

Report Tutorial Appendix 2

AMR002FTE – Allotment Detail

Purpose and Overview of Report

The AMR002FTE report provides a detail of the FTE allotment data by account, expenditure authority, expenditure authority index and object for fiscal year and biennial time periods. The report displays information by month, fiscal year and biennium. The report will contain two sections: 1) the data and 2) the comments. All agencies are treated the same. Objects may be entered with FTE but are not required.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on FTE allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effect of the incremental change being proposed.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:

1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. FTE data by account
5. FTE data by account and Expenditure Authority Code or Expenditure Authority Index.
6. Data at the Program (program index, program, sub program, activity, sub activity, and task); Organizational Structure (organization index, division, branch, section, unit, and cost center); or Budget Unit, Budget Activity, User Defined, or Project (project, sub project, and project phase); depending on the level at which the data was entered.
7. FTE data by object, sub object and sub sub-object level at which the data was entered.

Report Tutorial Appendix 2

Report Detail

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- 5) Biennium
- 6) Agency (Default is your agency)
- 7) Packet Program
- 8) Agency Allotment Option (Default is 1)
- 9) Packet Purpose
- 10) Packet Status
- 11) Packet Number
- 12) Display Comments
- 13) Account
- 14) Expenditure Authority Code
- 15) Expenditure Authority Index
- 16) Level of Detail for Account/EA
- 17) Program
- 18) Sub Program
- 19) Sub Activity
- 20) Task
- 21) Program Index
- 22) Level of Detail for Program
- 23) Division
- 24) Branch
- 25) Section
- 26) Unit
- 27) Cost Center
- 28) Organization Index
- 29) Level of Detail for Organization (Default is Agency)
- 30) Budget Unit
- 31) Display Budget Unit
- 32) Project
- 33) Sub Project

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- 34) Project Phase
- 35) Level of Detail for Project (Default is Agency)
- 36) Budget Activity
- 37) Display Budget Activity (Default is No)
- 38) User Defined
- 39) Display User Defined (Default is No)
- 40) Object
- 41) Sub Object
- 42) Sub Sub Object
- 43) Level of Detail for Object (Default is Object)
- 44) Capital Project Number

OFM

179 - Department of Enterprise Services
FTE Allotment Detail
2013-15 Biennium

Packet Purpose: Capital Internal Adjustments
Packet Number: 0084
Packet Status: Approved

Report Number: AMR002FTE
Date Run: 3/27/2015 9:16AM
Print Date: 3/27/2015 9:16AM

Program Structure
900 - Capital Programs

FTE Staff by Account-EA Type and Object

		FY 2014	FY 2015	Biennium Total
057-1 State Building Construction Account-State	Jul	0.00	53.00	
	Aug	0.00	53.00	
	Sep	0.00	53.00	
	Oct	0.00	53.00	
	Nov	0.00	53.00	
	Dec	0.00	53.00	
	Jan	0.00	53.00	
	Feb	0.00	53.00	
	Mar	0.00	53.00	
	Apr	0.00	53.00	
	May	0.00	53.00	
	Jun	0.00	53.00	
	Total ~ Staff Months	0.00	636.00	636.00
Object ~ Not Specified	Total ~ FTE Average	0.00	53.00	26.50
	Total Object ~ Staff Months	0.00	636.00	636.00
	Total Object ~ FTE Average	0.00	53.00	26.50

Report Tutorial Appendix 2

AMR003 – Allotment Revenue Summary

Purpose and Overview of Report

The AMR003 report provides a summary of the revenue allotment data by account and by category of major sources for fiscal year and biennial time periods. The report displays information by fiscal year and biennium. The report is a tool for comparing state expenditures from other reports to the state revenues on this report by account. Additionally, it can be used to compare federal expenditures and revenues as well as those for private/local expenditures and revenues.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on revenue allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effect of the incremental change being proposed.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

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2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. Revenue data by account.

Report Detail

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- 7) Packet Program
- 8) Packet Purpose
- 9) Packet Status
- 10) Packet Number
- 11) Display Comments
- 12) Account

OFM

179 - Department of Enterprise Services

Allotment Revenue Summary

2013-15 Biennium

Packet Purpose: Operating Internal Adjustments

Packet Number: 0096

Packet Status: Approved

Report Number: AMR003

Date Run: 3/27/2015 9:26AM

Print Date: 3/27/2015 9:26AM

Allotted Revenues by Account, by State, Federal, and Private/Local

	Category	FY 2014	FY 2015	Biennial Total
084 Building Code Council Account	State	0	0	0
546 Risk Management Administration Acct	State	0	5,005,995	5,005,995
All Accounts	Total	0	5,005,995	5,005,995

Report Tutorial Appendix 2

AMR004 – Allotment Revenue Detail

Purpose and Overview of Report

The AMR004 report provides a detail of the revenue allotment data by account, by major source, and source for fiscal year and biennial time periods. The report displays information by month, fiscal year and biennium. This report is divided into two sections. The first being the data and the second being the comments.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on revenue allotments. TALS combines information stored in AFRS with approved packets and those under review to see the total effect of the incremental change being proposed.

Availability

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2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. Revenue data by account.
5. Revenue data by account and by major source; or by account, major source and source; or by account, major source, source and sub source.
6. Revenue data by expenditure authority index (EAI)
7. Revenue data by capital project number
8. Revenue data the program (program index, program, sub program, activity, sub activity, and task); organizational structure (organization index, division, branch, section, unit, and cost center); or budget unit, budget activity, used defined, or project (project, sub project, and project phase) depending on the level at which the data was entered.

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- 7) Packet Program
- 8) Packet Purpose
- 9) Packet Status
- 10) Packet Number
- 11) Display Comments
- 12) Account
- 13) Expenditure Authority Code
- 14) Expenditure Authority Index
- 15) Level of Detail for Account/EA
- 16) Program
- 17) Sub Program
- 18) Activity
- 19) Sub Activity
- 20) Task
- 21) Program Index
- 22) Level of Detail for Program
- 23) Division
- 24) Branch
- 25) Section
- 26) Unit
- 27) Cost Center
- 28) Organization Index
- 29) Level of Detail for Organization (Default is Agency)
- 30) Budget Unit
- 31) Display Budget Unit
- 32) Project

Report Tutorial Appendix 2

- 33) Sub Project
- 34) Project Phase
- 35) Level of Detail for Project (Default is Agency)
- 36) Budget Activity
- 37) Display Budget Activity (Default is No)
- 38) User Defined
- 39) Display User Defined (Default is No)
- 40) Major Source
- 41) Source
- 42) Sub Source
- 43) Level of Detail for Revenue (Default is Source)
- 44) Capital Project Number

OFM

179 Department of Enterprise Services
Allotment Revenue Detail
2013-15 Biennium

Packet Purpose: Operating Internal Adjustments
Packet Number: 0093
Packet Status: Approved

Report Number: AMR004
Date Run: 3/27/2015 9:36AM
Print Date: 3/27/2015 9:37AM

Program Structure
050 - Business Resources

Revenue by Account, Major Source and Source

		FY 2014	FY 2015	Biennium Total
422 Enterprise Services Account	Jul	(428,749)	(428,749)	
0420 Charges for Services	Aug	(428,749)	(428,749)	
	Sep	(428,749)	(428,749)	
	Oct	(428,749)	(428,749)	
	Nov	(428,749)	(428,749)	
	Dec	(428,749)	(428,749)	
	Jan	(428,749)	(428,749)	
	Feb	(428,749)	(428,749)	
	Mar	(428,749)	(428,749)	
	Apr	(428,749)	(428,749)	
	May	(428,749)	(428,749)	
	Jun	(428,761)	(428,761)	
0420 Charges for Services Total		(5,145,000)	(5,145,000)	(10,290,000)

Report Tutorial Appendix 2

AMR005 – Allotment Cash Disbursement Detail

Purpose and Overview of Report

The AMR005 report provides a detail of the cash disbursements allotment data by account, and optionally by expenditure authority code or expenditure authority index for fiscal year and biennial time periods. The report displays information by month, fiscal year and biennium. It is divided into two sections. The first being the data and the second being the comments.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on cash disbursement allotments. OFM and the State Treasurer use cash receipt and disbursement allotments for statewide cash management. The accuracy of the individual cash disbursement allotments is important.

NOTE: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:

1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. Cash Disbursement data by account.
5. Cash Disbursement data by account and expenditure authority code (EA)
6. Cash Disbursement data by expenditure authority index (EAI)
7. Data the program (program index, program, sub program, activity, sub activity, and task); organizational structure (organization index, division, branch, section, unit, and cost center); or budget unit, budget activity, used defined, or project (project, sub project, and project phase) depending on the level at which the data was entered.

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- 3) Personal Title
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- 6) Agency (Default is your agency)
- 7) Packet Program
- 8) Packet Purpose
- 9) Packet Status
- 10) Packet Number
- 11) Display Comments
- 12) Account
- 13) Expenditure Authority Code
- 14) Expenditure Authority Index
- 15) Level of Detail for Account/EA
- 16) Program
- 17) Sub Program
- 18) Activity
- 19) Sub Activity
- 20) Task
- 21) Program Index
- 22) Level of Detail for Program
- 23) Budget Unit
- 24) Display Budget Unit
- 25) Project
- 26) Sub Project
- 27) Project Phase
- 28) Level of Detail for Project (Default is Agency)
- 29) Budget Activity
- 30) Display Budget Activity (Default is No)
- 31) User Defined
- 32) Display User Defined (Default is No)

Report Tutorial Appendix 2

OFM

179 - Department of Enterprise Services Allotment Cash Disbursements Detail 2013-15 Biennium

Packet Purpose: Revenue and Cash Adjustments
Packet Number: 0067
Packet Status: Approved

Report Number: AMR005
Date Run: 3/27/2015 9:47AM
Print Date: 3/27/2015 9:48AM

Program Structure
~ Not Specified

Cash Disbursements by Account

	FY 2014	FY 2015	Biennium Total
057 State Building Construction Account			
Jul	0	849,398	
Aug	0	(79,734)	
Sep	0	(95,284)	
Oct	0	(95,284)	
Nov	0	(96,659)	
Dec	0	(82,746)	
Jan	0	(72,106)	
Feb	0	(70,469)	
Mar	0	(44,279)	
Apr	0	(44,279)	
May	0	(24,636)	
Jun	0	(14,827)	
Total 057 State Building Construction Account	0	129,095	129,095

	FY 2014	FY 2015	Biennium Total
289 Thurston County Capital Facilities			
Jul	0	(704,719)	
Aug	0	78,318	
Sep	0	93,868	
Oct	0	93,868	
Nov	0	95,244	
Dec	0	81,331	
Jan	0	70,691	
Feb	0	69,054	
Mar	0	42,864	
Apr	0	42,864	
May	0	23,221	
Jun	0	13,396	
Total 289 Thurston County Capital Facilities	0	0	0

Report Tutorial Appendix 2

AMR007 – Allotment Cash Receipts Detail

Purpose and Overview of Report

The AMR007 report provides a detail of the cash receipts allotment data by account and source codes for fiscal year and biennial time periods. The report displays information by month, fiscal year and biennium. It is divided into two sections. The first containing the data and the second containing the comments.

The report is used to verify and analyze data entered into TALS during the creation and review process. Upon approval it is used to provide information on cash receipts allotments. OFM and the State Treasurer use cash receipt and disbursement allotments for statewide cash management. The accuracy of the individual cash receipt allotments is important.

NOTE: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:

1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. Cash Receipts data by account.
5. Cash Receipts data by account and by major source; or by account, major source and source; or by account, major source, source and sub source.
6. Data at the program (program index, program, sub program, activity, sub activity, and task) or budget unit, budget activity, user defined, or project (project, sub project, and project phase) depending on the level at which the data was entered.

Report Detail

The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the

Report Tutorial Appendix 2

personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various sub-sections. The data presented will depend on the report parameters selected.

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) User Group (Required to make selection)
- 5) Biennium
- 6) Agency (Default is your agency)
- 7) Packet Program
- 8) Packet Purpose
- 9) Packet Status
- 10) Packet Number
- 11) Display Comments
- 12) Account
- 13) Program
- 14) Sub Program
- 15) Activity
- 16) Sub Activity
- 17) Task
- 18) Program Index
- 19) Level of Detail for Program (Default is Program)
- 20) Budget Unit
- 21) Display Budget Unit (Default is No)
- 22) Project
- 23) Sub Project
- 24) Project Phase
- 25) Level of Detail for Project (Default is Agency)
- 26) Budget Activity
- 27) Display Budget Activity (Default is No)
- 28) User Defined
- 29) Display User Defined (Default is No)
- 30) Major Source
- 31) Source
- 32) Sub Source
- 33) Level of Detail for Revenue (Default is Source)

Report Tutorial Appendix 2

OFM

179 - Department of Enterprise Services
Allotment Cash Receipts Detail
2013-15 Biennium

Packet Purpose: Revenue and Cash Adjustments
Packet Number: ALL
Packet Status: Approved

Report Number: AMR007
Date Run: 3/27/2015 10:37AM
Print Date: 3/27/2015 10:38AM

Program Structure
040 - Personnel Services

Cash Receipts by Account

	FY 2014	FY 2015	Biennium Total
422 Enterprise Services Account			
Jul	0	0	
Aug	0	0	
Sep	0	0	
Oct	0	0	
Nov	0	0	
Dec	0	0	
Jan	0	0	
Feb	0	0	
Mar	0	0	
Apr	0	0	
May	0	0	
Jun	(464,443)	0	
Total 422 Enterprise Services Account	(464,443)	0	(464,443)

Report Tutorial Appendix 2

AMR008 – Allotted vs. EA Schedule

Purpose and Overview of Report

The AMR008 report provides a comparison of allotments to expenditure authority schedule (EAS) for the biennial time period. The report displays information by fiscal year and biennium. There are two sections to this report Biennial Comparison and Fiscal Comparison.

The report is used to identify variances between the allotment data and the expenditure authority schedule control numbers. This report is primarily used during the preparation and review of allotments.

Both the expenditure authority schedule control numbers and the allotment data are either at or summed to an agency level by fiscal year for each account.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:

1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.

Report Detail

The report is printed in landscape. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will be broken down between the Biennial Comparison and the Fiscal comparison. The Biennial Comparison will contain two columnar divisions. The first contains all the allotment information and the second contains the EAS information. The Fiscal Comparison will contain three main columnar divisions. The first consists of

Report Tutorial Appendix 2

Allotments by each fiscal year, the second contains the Expenditure Authority Schedule by each fiscal year and the third column contains the Variance by each fiscal year.

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) User Group (Required to make selection)
- 5) Biennium
- 6) Agency (Default is your agency)
- 7) Packet Program
- 8) Packet Purpose
- 9) Packet Status
- 10) Packet Number

OFM

Packet Purpose: ALL

Packet Number: ALL

Packet Status: Approved

179 Department of Enterprise Services

Allotment vs. EA Schedule

2013-15 Biennium

Report Number: AMR008

Date Run: 3/27/2015 10:47AM

Print Date: 3/27/2015 10:48AM

Biennial Comparison

Agency Level Expenditure Authority

Account-EA Type EA Code	Allotted	Unallotted	Reserve	Allotment Total	Expenditure Authority from EAS	Allotment to EAS Variance	EAS Required Reserve	Reserve Variance
001-1 General Fund-State								
011 Salaries and Expenses	372,880		1,000	373,880	374,000	(120)		
012 Salaries and Expenses	307,000		20,000	327,000	327,000			
031 Legislative Facilities and	3,287,000			3,287,000	3,287,000			
032 Legislative Facilities and	3,286,000			3,286,000	3,286,000			
052 Electricity					2,250,000	(2,250,000)		
001-1 Total General Fund-State	7,252,880		21,000	7,273,880	9,524,000	(2,250,120)	21,000	
03K-6 Industrial Insurance Premium Refund-Non-Appropriated								
978 Insurance Premium	188,312			188,312	188,313	(1)		
042-1 Char/Ed/Penal/Reform/Institutions-State								
S16 Engineering &	1,000,000			1,000,000	1,000,000			
045-1 State Vehicle Parking Account-State								
S00 NRB Garage Fire	738,000			738,000	738,000			
S14 East Plaza-Water &	793,000			793,000	793,000			
S17 Engineering &	500,000			500,000	500,000			
045-1 Total State Vehicle Parking	2,031,000			2,031,000	2,031,000			
045-6 State Vehicle Parking Account-Non-Appropriated								
963 Salaries and Expenses	3,877,150			3,877,150	4,340,000	(462,850)		
045 Total State Vehicle Parking	5,908,150			5,908,150	6,371,000	(462,850)		
057-1 State Building Construction Account-State								
K00 Nat Resource Bldg Roof	33,459			33,459	33,459			
K01 Minor Works	1,231,936	100,202		1,332,138	1,332,138			

Report Tutorial Appendix 2

AMR009 – Allotted Revenue vs. Expenditure Variance (Federal and Private/Local Funds Only)

Purpose and Overview of Report

The AMR009 report provides a comparison of revenue allotments to expenditures for Federal and Private/Local funds for the fiscal year time period. The report displays information by fiscal year. There is one section to this report.

The report is used to identify variances between the revenue data and expenditure data. This report is primarily used during the fiscal year to make sure that the allotted revenue and expenditures are balanced.

Both the allotment data and expenditure data are either at or summed to an agency level by fiscal year for each account.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:

1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.

Report Detail

The report is printed in landscape. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain three columnar divisions. The first contains all the allotment revenue information, the second contains the expenditure information and the third contains the variance. Each column will consist of the first fiscal year, the second fiscal year and the biennium total.

Report Tutorial Appendix 2

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) User Group (Required to make selection)
- 5) Biennium
- 6) Agency (Default is your agency)
- 7) Packet Program
- 8) Packet Purpose
- 9) Packet Status
- 10) Packet Number

OFM		103 - Department of Commerce						Report Number: AMR009		
Packet Purpose: ALL		Allotted Revenue vs. Expenditure Variance						Date Run: 3/27/2015 11:47AM		
Packet Number: ALL		Federal and Private/Local Funds Only						Print Date: 3/27/2015 11:48AM		
Packet Status: Approved		2013-15 Biennium								
		Revenue			Expenditure			Variance		
Federal, Acct Private/Local		FY 2014	FY 2015	Bien Total	FY 2014	FY 2015	Bien Total	FY 2014	FY 2015	Bien Total
001 - General Fund Private/Local		1,129,818	1,987,764	3,117,582	1,129,820	1,987,762	3,117,582	(2)	2	0
15P - Energy Recovery Act Account Federal		1,700,000	0	1,700,000	3,700,000	0	3,700,000	(2,000,000)	0	(2,000,000)

Report Tutorial Appendix 2

AMR010 – Allotted Revenue vs. EAS Revenue Variance

Purpose and Overview of Report

The AMR010 report provides a comparison of revenue allotments to expenditure authority schedule (EAS) revenue control numbers for fiscal year and biennial time periods. The report displays information by fiscal year and biennium. There is only one section to this report

The report is used to identify variances between the revenue allotment data and the expenditure authority schedule revenue control numbers. This report is primarily used during the preparation and review of revenue allotments.

Both the expenditure authority schedule control numbers and the revenue allotment data are either at or summed to an agency level by fiscal year for each account and source for comparison.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:

1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. Allotted and EAS control revenue data by account, major source and source code, fiscal year and biennial total.
5. The variance between the allotted revenue and the EAS control numbers.

Report Detail

The report is printed in landscape. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

Report Tutorial Appendix 2

The body of the report will contain four main columnar divisions. The first consists of two columns containing account and revenue source code with a short description. The next three main columnar divisions contain information on revenue allotment, expenditure authority schedule, and finally the variance. Each of the main columnar sections contains individual columns for fiscal year 1 and fiscal year 2 and a biennial total. For example for the 1315 biennium, the report will show individual columns for FY2014 and FY2015 and the Biennium Total in each of the columnar sections.

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) User Group (Required to make selection)
- 5) Biennium
- 6) Agency (Default is your agency)
- 7) Packet Program
- 8) Packet Purpose
- 9) Packet Status
- 10) Packet Number

OFM

Packet Purpose: ALL

Packet Number: ALL

Packet Status: Approved

179 - Department of Enterprise Services

Allotted Revenue vs. EAS Revenue

2013-15 Biennium

Report Number: AMR010

Date Run: 3/27/2015 1:32PM

Print Date: 3/27/2015 1:33PM

Revenue Allotment				EA Schedule Revenue Version 62			Variance			
Acct	Revenue Source Code	FY 2014	FY 2015	Bien Total	FY 2014	FY 2015	Bien Total	FY 2014	FY 2015	Bien Total
001	General Fund									
	0402 Income From Property	24,227	41,532	65,759	313,000	0	313,000	(288,773)	41,532	(247,241)
	0416 Sale of Property - Other	0	0	0	927,000	0	927,000	(927,000)	0	(927,000)
	0622 Operating Transfers Out	0	0	0	0	0	0	0	0	0
001	Total General Fund	24,227	41,532	65,759	1,240,000	0	1,240,000	(1,215,773)	41,532	(1,174,241)
036	Capitol Building Construction Acct									
	0622 Operating Transfers Out	0	(4,834,875)	(4,834,875)	(2,414,000)	(2,421,000)	(4,835,000)	2,414,000	(2,413,875)	125
045	State Vehicle Parking Account									
	0402 Income From Property	3,643,092	3,669,148	7,312,240	3,389,000	3,923,000	7,312,000	254,092	(253,852)	240
	0420 Charges for Services	0	19,151	19,151	4,000	15,000	19,000	(4,000)	4,151	151
	0490 Cash Over and Short	0	0	0	0	0	0	0	0	0
	0499 Other Revenue	0	0	0	0	0	0	0	0	0
	0621 Operating Transfers In	145,590	145,590	291,180	155,000	136,000	291,000	(9,410)	9,590	180
	0622 Operating Transfers Out	0	0	0	(126,000)	0	(126,000)	126,000	0	126,000
045	Total State Vehicle Parking	3,788,682	3,833,889	7,622,571	3,422,000	4,074,000	7,496,000	366,682	(240,111)	126,571
084	Building Code Council Account									
	0299 Other Licenses, Permits	610,000	617,000	1,227,000	397,000	617,000	1,014,000	213,000	0	213,000
289	Thurston County Capital Facilities									
	0402 Income From Property	3,762,684	3,762,684	7,525,368	3,714,000	3,812,000	7,526,000	48,684	(49,316)	(632)
	0416 Sale of Property - Other	0	0	0	640,000	0	640,000	(640,000)	0	(640,000)
	0621 Operating Transfers In	205,956	205,963	411,919	408,000	4,000	412,000	(202,044)	201,963	(81)
289	Total Thurston County	3,968,640	3,968,647	7,937,287	4,762,000	3,816,000	8,578,000	(793,360)	152,647	(640,713)
415	Personnel Service Account									
	0678 Equity Transfers In	0	0	0	(2,942,000)	0	(2,942,000)	2,942,000	0	2,942,000
419	Data Processing Revolving Account									
	0420 Charges for Services	50,079,862	51,248,850	101,328,712	51,102,000	51,614,000	102,716,000	(1,022,138)	(365,150)	(1,387,288)
	0450 Sales of Goods & Supp -	0	0	0	1,000	0	1,000	(1,000)	0	(1,000)
	0499 Other Revenue	0	0	0	114,000	0	114,000	(114,000)	0	(114,000)

1

Report Tutorial Appendix 2

AMR011 – Allotted Expenditures vs. Cash Disbursements

Purpose and Overview of Report

The AMR011 report provides a comparison of allotted expenditure data to cash disbursement allotments. The report displays information by fiscal month. There are two sections to this report. The first shows the data in spreadsheet form the second shows the data in graph form.

The report is used to compare allotted expenditure data to cash disbursement allotment data and to analyze the trends in relation to each other. This report is primarily used during the preparation and review of expenditure and cash disbursement allotments.

NOTE: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:

1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. One, all or several packet programs collectively within an agency
5. One, all or several accounts individually.

Report Detail

The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

Report Tutorial Appendix 2

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) User Group (Required to make selection)
- 5) Biennium
- 6) Agency (Default is your agency)
- 7) Packet Program
- 8) Packet Purpose
- 9) Packet Status
- 10) Packet Number
- 11) Account
- 12) Expenditure Authority Code

Report Tutorial Appendix 2

OFM

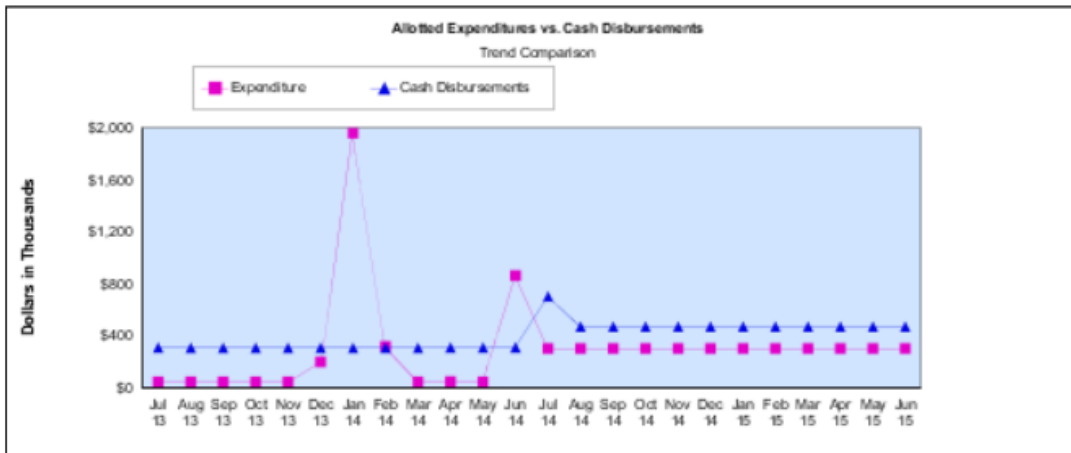
179 - Department of Enterprise Services Allotted Expenditures vs. Cash Disbursements Trend Comparison 2013-15 Biennium

Packet Purpose: ALL
Packet Number: ALL
Packet Status: Approved

Report Number: AMR011
Date Run: 3/27/2015 1:35PM
Print Date: 3/27/2015 1:36PM

001 General Fund

	Expenditures	Cash Disbursements	Difference
Jul 13	40,641	306,851	(266,210)
Aug 13	40,641	304,287	(263,646)
Sep 13	40,641	304,287	(263,646)
Oct 13	40,641	304,287	(263,646)
Nov 13	40,641	304,287	(263,646)
Dec 13	195,641	304,287	(108,646)
Jan 14	1,958,641	304,287	1,654,354
Feb 14	314,641	304,287	10,354
Mar 14	40,641	304,287	(263,646)
Apr 14	42,974	306,620	(263,646)
May 14	42,474	306,120	(263,646)
Jun 14	861,663	306,113	555,550
Jul 14	299,406	701,141	(401,735)
Aug 14	299,431	467,443	(168,012)
Sep 14	299,406	467,443	(168,037)
Oct 14	299,406	467,443	(168,037)
Nov 14	299,431	467,443	(168,012)
Dec 14	299,406	467,443	(168,037)
Jan 15	299,406	467,443	(168,037)
Feb 15	299,431	467,443	(168,012)
Mar 15	299,405	467,443	(168,038)
Apr 15	299,405	467,443	(168,038)
May 15	299,430	467,443	(168,013)
Jun 15	299,437	467,429	(167,992)
Total 001 General Fund	7,252,880	9,503,000	(2,250,120)



Report Tutorial Appendix 2

AMR012 Allotment Revenue vs. Cash Receipts

Purpose and Overview of Report

The AMR012 report provides a comparison of revenue allotment data to cash receipt allotment data. The report displays information by fiscal month. There are two sections to this report. The first shows the data in spreadsheet form the second shows the data in graph form.

The report is used to compare revenue allotment data to cash receipt allotment data and to analyze the trends in relation to each other. This report is primarily used during the preparation and review of revenue and cash receipts allotments.

NOTE: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:

1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.
4. One, all or several accounts individually.

Report Detail

The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

Report Tutorial Appendix 2

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) User Group (Required to make selection)
- 5) Biennium
- 6) Agency (Default is your agency)
- 7) Packet Program
- 8) Packet Purpose
- 9) Packet Status
- 10) Packet Number
- 11) Account

Report Tutorial Appendix 2

OFM

179 - Department of Enterprise Services Allotment Revenue vs. Cash Receipts

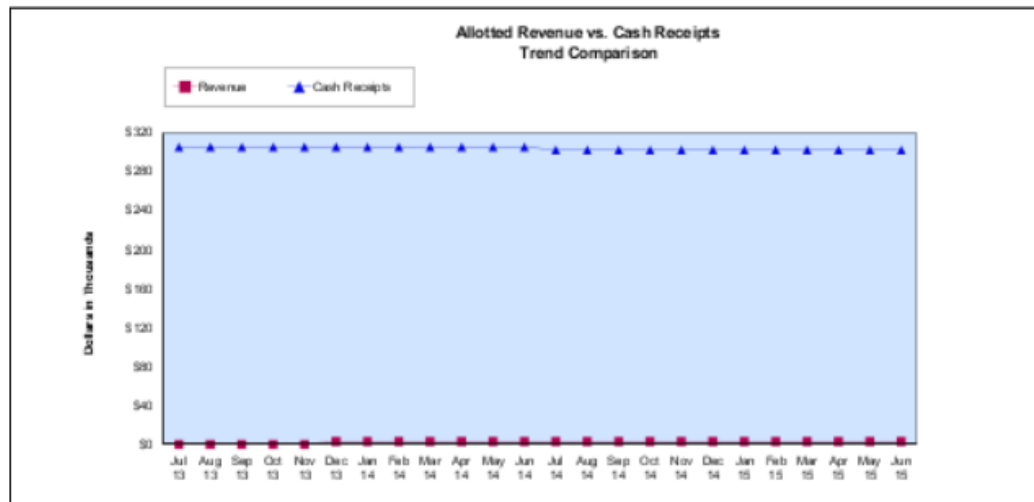
Trend Comparison
2013-15 Biennium

Packet Purpose: ALL
Packet Number: ALL
Packet Status: Approved

Report Number: AMR012
Date Run: 3/27/2015 1:39PM
Print Date: 3/27/2015 1:40PM

001 - General Fund

	Revenue	Cash Receipts	Difference
Jul 13	0	304,500	(304,500)
Aug 13	0	304,500	(304,500)
Sep 13	0	304,500	(304,500)
Oct 13	0	304,500	(304,500)
Nov 13	0	304,500	(304,500)
Dec 13	3,461	304,500	(301,039)
Jan 14	3,461	304,500	(301,039)
Feb 14	3,461	304,500	(301,039)
Mar 14	3,461	304,500	(301,039)
Apr 14	3,461	304,500	(301,039)
May 14	3,461	304,500	(301,039)
Jun 14	3,461	304,500	(301,039)
Jul 14	3,461	302,333	(298,872)
Aug 14	3,461	302,333	(298,872)
Sep 14	3,461	302,333	(298,872)
Oct 14	3,461	302,333	(298,872)
Nov 14	3,461	302,333	(298,872)
Dec 14	3,461	302,333	(298,872)
Jan 15	3,461	302,333	(298,872)
Feb 15	3,461	302,333	(298,872)
Mar 15	3,461	302,333	(298,872)
Apr 15	3,461	302,333	(298,872)
May 15	3,461	302,333	(298,872)
Jun 15	3,461	302,337	(298,876)
Total 001 - General Fund	65,759	7,282,000	(7,216,241)



Report Tutorial Appendix 2

AMR013 Allotment Revenue vs. Expenditure (All Funds)

Purpose and Overview of Report

The AMR013 report provides a comparison of revenue allotment data to expenditures data for all fund types (includes state, federal, private/local, and nonappropriated funds). The report displays information by fiscal year and biennium. There is only one section to this report

The report is used to identify variances between the revenue allotment data and expenditures. This report is primarily used review of revenue allotments in relation to the actual expenditures.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:

1. One, all or several packets purposes collectively within an agency.
2. One, all or several packets numbers individually.
3. One, all or several packet statuses collectively within an agency.

Report Detail

The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose; Packet Number; and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.

Report Tutorial Appendix 2

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) User Group (Required to make selection)
- 5) Biennium
- 6) Agency (Default is your agency)
- 7) Packet Program
- 8) Packet Purpose
- 9) Packet Status
- 10) Packet Number

OFM

Packet Purpose: ALL

Packet Number: ALL

Packet Status: Approved

179 - Department of Enterprise Services

Allotted Revenue vs. Expenditures

All Funds

2013-15 Biennium

Report Number: AMR013

Date Run: 3/30/2015 7:49AM

Print Date: 3/30/2015 8:10AM

Includes state, federal, private/local, and nonappropriated funds

Dollars in thousands

Account	Revenue			Expenditures			Variance		
	FY 2014	FY 2015	Bien Total	FY 2014	FY 2015	Bien Total	FY 2014	FY 2015	Bien Total
001-General Fund	24	42	66	3,660	3,593	7,253	(3,636)	(3,551)	(7,187)
036-Capitol Building	0	(4,835)	(4,835)	0	0	0	0	(4,835)	(4,835)
03K-Industrial Insurance	0	0	0	94	94	188	(94)	(94)	(188)
042-Char/Ed/Penal/Reform/Instit	0	0	0	500	500	1,000	(500)	(500)	(1,000)
045-State Vehicle Parking	3,789	3,834	7,623	3,478	2,430	5,908	311	1,404	1,715
057-State Building Construction	0	0	0	14,493	29,667	44,160	(14,493)	(29,667)	(44,160)
084-Building Code Council	610	617	1,227	611	607	1,218	(1)	10	9
14E-Washington State Heritage	0	0	0	75	0	75	(75)	0	(75)
173-State Toxics Control	0	0	0	48	0	48	(48)	0	(48)
289-Thurston County Capital	3,969	3,969	7,938	1,293	3,807	5,100	2,676	162	2,838
419-Data Processing Revolving	50,331	51,500	101,831	54,567	75,703	130,270	(4,236)	(24,203)	(28,439)
422-Enterprise Services Account	149,766	149,692	299,458	142,701	175,007	317,708	7,065	(25,315)	(18,250)
546-Risk Management	17,281	12,474	29,755	17,407	13,804	31,211	(126)	(1,330)	(1,456)
Total	225,770	217,293	443,063	238,927	305,212	544,139	(13,157)	(87,919)	(101,076)

Report Tutorial Appendix 2

AMR014 Projected Monthly Cash Balance

Purpose and Overview of Report

The AMR014 report provides a projection of the cash balance. The report displays information by fiscal month. There are two sections to this report. The first shows the data in spreadsheet form the second shows the data in graph form.

The report is used to compare allotted cash receipts to allotted cash disbursements data to beginning cash balance data and to analyze the trends in relation to each other. This report is primarily used to estimate cash balance for the biennium by fund.

NOTE: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies collectively.

All will have the ability to select from the following views:

1. One, all or several packet statuses collectively within the state.
2. One, all or several accounts collectively within the state.
3. All packets numbers within the state.

Report Detail

The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.

Report Tutorial Appendix 2

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) Biennium
- 5) Agency (Default is all)
- 6) Packet Status
- 7) Account
- 8) Only Accounts with Projected Negative Balances (Default is No)
- 9) Packet Number (Default is All Packet Numbers)

Report Tutorial Appendix 2

OFM

State of Washington Projected Monthly Cash Balance 2013-15 Biennium

Packet Status: Various

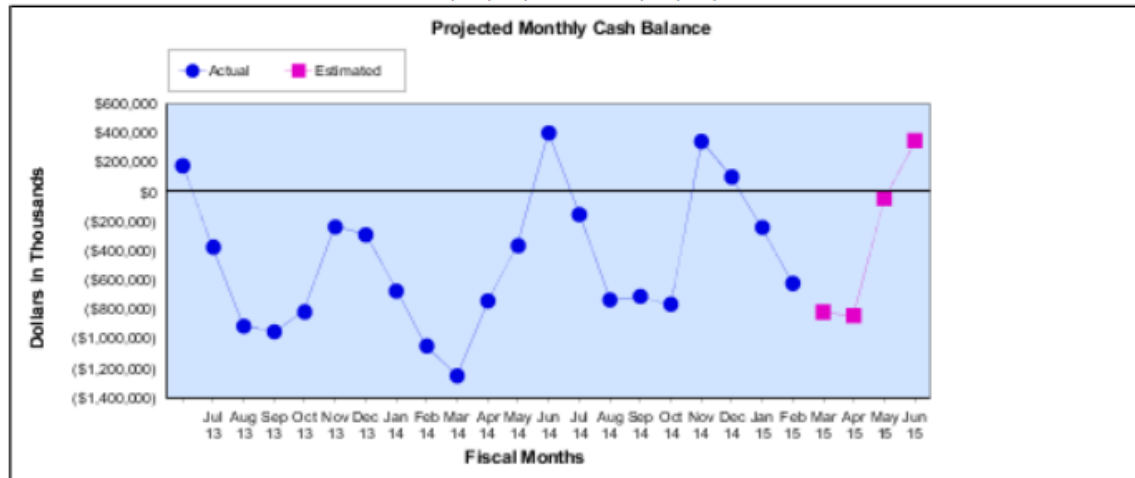
Report Number: AMR014

Date Run: 3/30/2015 9:54AM

Print Date: 3/30/2015 9:56AM

001 General Fund

Fiscal Month	Beginning Cash Balance	Allotted Cash Receipts	Allotted Cash Disbursements	Estimated Cash Balance*	Actual Balance To Date**
	178,568,014				
Jul 13		1,371,864,292	2,060,133,266		(375,571,629)
Aug 13		1,786,404,300	2,161,518,780		(914,323,311)
Sep 13		1,934,789,872	1,991,947,587		(952,169,201)
Oct 13		1,813,381,877	2,015,924,887		(817,052,123)
Nov 13		2,522,678,959	1,762,957,730		(238,319,106)
Dec 13		2,031,726,129	2,015,959,407		(291,707,502)
Jan 14		1,912,296,907	2,352,339,273		(675,275,987)
Feb 14		1,818,243,958	2,132,439,416		(1,048,290,934)
Mar 14		1,821,398,376	2,004,941,688		(1,252,301,942)
Apr 14		2,092,800,864	2,194,460,800		(742,241,437)
May 14		2,648,529,193	1,959,336,851		(366,122,946)
Jun 14		2,410,317,676	2,216,822,485		401,227,437
Jul 14		1,866,976,173	2,472,687,678		(155,232,422)
Aug 14		2,040,993,358	2,424,822,610		(735,432,774)
Sep 14		2,150,866,353	2,130,383,122		(711,690,815)
Oct 14		2,050,985,098	2,183,378,280		(764,498,747)
Nov 14		3,794,367,842	2,902,078,021		343,725,604
Dec 14		2,386,694,870	2,383,579,092		102,279,405
Jan 15		2,150,593,709	2,444,622,034		(241,565,052)
Feb 15		2,088,520,942	2,314,378,559		(622,382,024)
Mar 15		1,948,157,206	2,144,633,566	(818,858,384)	
Apr 15		2,197,939,576	2,221,218,222	(842,137,030)	
May 15		2,756,693,089	1,960,230,997	(45,674,938)	
Jun 15		2,510,331,899	2,115,774,508	348,882,453	
Total Bien		52,107,552,518	52,566,568,859		



* Estimated cash balances are the actual balance to date plus allotted cash receipts less cash disbursements for subsequent months.

** Actual balances for closed months come from AFRS and appear after October of odd numbered years.

Report Tutorial Appendix 2

AMR015 Projected Fund Balance

Purpose and Overview of Report

The AMR015 report provides a projection of the fund balance. The report displays information by fiscal year. There is one section to this report.

The report is used to project the unreserved balance for each fiscal year by fund.

NOTE: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies collectively.

All will have the ability to select from the following views:

1. One, all or several packet statuses collectively within the state.
2. One, all or several accounts collectively within the state.
3. All packets numbers within the state.

Report Detail

The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.

Report Tutorial Appendix 2

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) Biennium
- 5) Agency (Default is all)
- 6) Packet Status
- 7) Account
- 8) Only Accounts with Projected Negative Balances (Default is No)
- 9) Packet Number (Default is All Packet Numbers)

OFM

State of Washington
Projected Fund Balance
Based on Allotments
2013-15 Biennium

Report Number: AMR015
Date Run: 3/30/2015 10:11AM
Print Date: 3/30/2015 10:12AM

Packet Status: Various

Includes All Official Allotment Packet Purpose Types
Dollars in Thousands

Account Agency	Beginning Budgetary Unreserved Balance *	FY 2014 Allotted Revenue	FY 2014 Allotted Expenditures	FY 2014 Projected Unreserved Balance	FY 2015 Allotted Revenue	FY 2015 Allotted Expenditures	FY 2015 Projected Unreserved Balance
002 Hospital Data Collection Account 303 - Department of Health	75	116	111		122	110	
002 Total Hospital Data Collection	75	116	111	80	122	110	92

Report Tutorial Appendix 2

AMR016 Projected Cash Balance

Purpose and Overview of Report

The AMR016 report provides a projection of the cash balance. The report displays information by fiscal year. There is one section to this report.

The report is used to project the cash balance for each fiscal year by fund.

NOTE: Agency must have cash receipts & cash disbursements in their allotments for this report to work properly.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies collectively.

All will have the ability to select from the following views:

1. One, all or several packet statuses collectively within the state.
2. One, all or several accounts collectively within the state.
3. All packets numbers within the state.

Report Detail

The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.

Report Tutorial Appendix 2

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) Biennium
- 5) Agency (Default is all)
- 6) Packet Status
- 7) Account
- 8) Only Accounts with Projected Negative Balances (Default is No)
- 9) Packet Number (Default is All Packet Numbers)

OFM		State of Washington Projected Cash Balance Based on Allotments 2013-15 Biennium					Report Number: AMR016 Date Run: 3/30/2015 10:24AM Print Date: 3/30/2015 10:26AM	
Packet Status: Various								
Includes All Official Allotment Packet Purpose Types Dollars in Thousands								
Account Agency	Beginning Cash Balance	FY 2014 Allotted Cash Receipts	FY 2014 Allotted Cash Dis- bursements	FY 2014 Projected Cash Balance	FY 2015 Allotted Cash Receipts	FY 2015 Allotted Cash Dis- bursements	FY 2015 Projected Cash Balance	
002 Hospital Data Collection Account 303 - Department of Health	78	116	111		122	110		
002 Total Hospital Data Collection Account	78	116	111	83	122	110		95

Report Tutorial Appendix 2

AMR017 Incremental Change from Previous Submittal

Purpose and Overview of Report

The AMR017 report provides an incremental view of the changes made by an agency to their allotments. The report displays information by fiscal year. There is one section to this report.

The report is used for when packets are returned by OFM to the agency for updating. A Packet number is **required** for this report and it must be available within the dropdown.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies individually.

All will have the ability to select from the following views:

1. One, all or several packets programs collectively within an agency.
2. One, all or several packets numbers individually.

Report Detail

The report is printed in portrait. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose, Packet Number, and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.

Report Tutorial Appendix 2

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) User Group (Required to make a selection)
- 5) Biennium
- 6) Agency (Default is all)
- 7) Packet Program
- 8) Packet Number
- 9) Level of Detail for Program for Expenditures (Default is Agency)
- 10) Level of Detail for Program for Revenue (Default is Agency)
- 11) Level of Detail for Program for Cash Disbursements (Default is Agency)
- 12) Level of Detail for Program for Cash Receipts (Default is Agency)
- 13) Display Budget Unit (Default is No)

OFM

467 - Recreation and Conservation Funding Boar
Incremental Change from Previous Submittal
2013-15 Biennium

Packet Purpose: Capital Amendment

Packet Number: 0011

Packet Status: Review

Report Number: AMR017

Date Run: 3/30/2015 10:44AM

Print Date: 3/30/2015 10:45AM

Allotment Expenditure Detail

Expenditures by Account-EA Type and Expenditure Authority Code

		FY 2014	FY 2015	Biennium Total
057-1 State Building Construction Account-State S12 Public Lands Inventory 91000445	Jul			
	Aug			
	Sep			
	Oct			
	Nov			
	Dec			
	Jan			
	Feb		(415)	
	Mar		415	
	Apr			
	May			
	Jun			

Total S12 Allotted

		FY 2014	FY 2015	Biennium Total
057-1 State Building Construction Account-State S14 Transportation Mitigation Projects 30000206	Jul			
	Aug			
	Sep			
	Oct			
	Nov			
	Dec			
	Jan			
	Feb		(11,000)	
	Mar			

Report Tutorial Appendix 2

AMR018 Unanticipated Receipts Allotments (Not available in TALS)

Purpose and Overview of Report

The AMR018 report provides a listing of unanticipated receipt allotments. The report displays information by agency and packet number. There is one section to this report.

The report is used to monitor unanticipated receipts. OFM or Agencies can use this report to verify status of packets.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies collectively.

All will have the ability to select from the following views:

1. One, all or several packet statuses collectively within the agency.
2. One, all or several begin dates.

Report Detail

The report is printed in landscape. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Status and Begin Date. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.

Report Tutorial Appendix 2

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) Biennium
- 5) Agency (Default is all)
- 6) Packet Status
- 7) Begin Date (Default is Entire Biennium)
- 8) Agency Summary Only (Default is No)

OFM		State of Washington			Report Number: AMR018		
Unanticipated Receipts Allotments		2013-15 Biennium			Date Run: 3/30/2015 11:09AM		
Packet Status: ALL					Print Date: 3/30/2015 11:11AM		
Begin Date: Entire Biennium							
Agency	FTE	Expenditure	Account -EA Type	Allotted	Date	Date	
Packet and Description	Staff	Amount		Unallotted	Submitted	Approved/	
	Years			Reserve	to OFM	Returned	
057 - Office of Civil Legal Aid							
Packet 0002: QIC Child Representation	0.00	56,500	001-9 General Fund P/L Unanticipated	Allotted	04/24/2014	5/05/2014	
Packet 0003: QIC Child Representation	0.00	29,600	001-9 General Fund P/L Unanticipated	Allotted	04/24/2014	5/05/2014	
Packet 0006: Grants for Civil Legal Aid	0.00	100,000	001-9 General Fund P/L Unanticipated	Allotted	04/28/2014	5/09/2014	
057 Total Office of Civil Legal Aid	0.00	186,100					
085 - Office of the Secretary of State							
Packet 0005: NHPRC Archives	0.00	17,538	001-3 General Fund Fed Unanticipated	Allotted	08/29/2013	9/09/2013	
Packet 0006: City Club Online Mock	0.00	500	001-9 General Fund P/L Unanticipated	Allotted	08/14/2013	8/29/2013	
Packet 0007: TVW US Elections	0.00	2,289	001-9 General Fund P/L Unanticipated	Allotted	08/14/2013	8/29/2013	
Packet 0008: A036 Library Gates	0.00	1,500,000	001-9 General Fund P/L Unanticipated	Allotted	08/15/2013	8/29/2013	
Packet 0012: PAUL ALLEN SMART	0.00	180,000	001-9 General Fund P/L Unanticipated	Allotted	10/16/2013	11/04/2013	
085 Total Office of the Secretary of State	0.00	1,700,327					
103 - Department of Commerce							
Packet 0010: Dept of Energy ARRA	0.00	1,700,000	15P-U Energy Recovery Act Account Operating	Allotted	08/26/2013	9/10/2013	
Packet 0011: Pacific Northwest Solar	0.18	279,471	001-3 General Fund Fed Unanticipated	Allotted	10/29/2013	10/29/2013	
Packet 0030: Pacific Tower Gates	0.00	250,000	057-9 State Building Construction Account P/L Unanticipated	Allotted	05/27/2014	6/12/2014	
103 Total Department of Commerce	0.18	2,229,471					
105 - Office of Financial Management							
Packet 0002: 800 MHz Wave 4	0.00	1,265,058	001-9 General Fund P/L Unanticipated	Allotted	08/08/2013	8/27/2013	
	0.00	17,850	001-9 General Fund P/L Unanticipated	Unallotted	08/08/2013	8/27/2013	
107 - Wash State Health Care Authority							
Packet 0013: ProviderOne Phase2	3.20	13,050,000	001-3 General Fund Fed Unanticipated	Allotted	10/02/2014	10/14/2014	
Packet 0014: Federal Authority for	0.00	1,191,379,000	001-3 General Fund Fed Unanticipated	Allotted	11/12/2014	12/11/2014	
107 Total Wash State Health Care	3.20	1,204,429,000					

Report Tutorial Appendix 2

AMR019 Allotment Status (Not available within TALS)

Purpose and Overview of Report

The AMR019 report provides a listing all allotments and what status they are currently in. The report displays information by agency, packet number and packet status. There is one section to this report.

The report is used to monitor allotments through the budgeting process. OFM or Agencies can use this report to verify status of packets.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies collectively.

All will have the ability to select from the following views:

1. One, all or several packets purposes collectively within an agency.
2. One, all or several packet statuses collectively within the agency.
3. One, all or several begin dates.

Report Detail

The report is printed in landscape. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose, Packet Status, Begin Date and Sort Order. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.

Report Tutorial Appendix 2

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) User Group (Required to make a selection)
- 5) Biennium
- 6) Agency (Default is all)
- 7) Packet Purpose
- 8) Packet Status
- 9) Begin Date (Default is Entire Biennium)
- 10) Sort Order (Default is Agency)

OFM		Allotment Status				
Packet Purpose: ALL		2013-15 Biennium				
Packet Status: Approved		Report Number: AMR019				
Begin Date: Entire Biennium		Date Run: 3/30/2015 1:04PM				
Sort Order: By Agency		Print Date: 3/30/2015 3:43PM				
Agency	Packet Purpose	Packet Number	Packet Status	Budget Analyst	Date Submitted to OFM	Date Approved/Returned
179 Department of Enterprise Services	Operating Initial Allotment	0001	Approved	Hesse, Regan	09/27/2013	9/27/2013
	Operating 2nd Qtr Adjustments	0006	Approved	Hesse, Regan	10/25/2013	11/12/2013
	Operating 3rd Qtr Adjustments	0026	Approved	Hesse, Regan	01/24/2014	2/12/2014
	Operating 4th Qtr Adjustments	0055	Approved	Hesse, Regan	04/24/2014	4/29/2014
	Operating Allocations	0013	Approved	Hesse, Regan	10/22/2013	11/12/2013
	Operating 1st Supplemental	0054	Approved	Hesse, Regan	05/09/2014	5/09/2014
	Revenue and Cash Adjustments	0027	Approved	Hesse, Regan	01/27/2014	2/12/2014
	Revenue and Cash Adjustments	0065	Approved	Hesse, Regan	07/14/2014	7/14/2014
	Revenue and Cash Adjustments	0066	Approved	Hesse, Regan	07/14/2014	7/14/2014
	Revenue and Cash Adjustments	0067	Approved	Hesse, Regan	07/16/2014	7/25/2014
	Revenue and Cash Adjustments	0104	Approved	Hesse, Regan	02/10/2015	2/13/2015
	Capital Initial Allotment	0002	Approved	Hesse, Regan Perigo, Maurice	08/12/2013	9/23/2013
	Capital Amendment	0012	Approved	Hesse, Regan Perigo, Maurice	10/25/2013	11/11/2013
	Capital Amendment	0015	Approved	Hesse, Regan Perigo, Maurice	10/25/2013	11/12/2013
	Capital Amendment	0048	Approved	Hesse, Regan Perigo, Maurice	03/31/2014	4/03/2014
	Capital Amendment	0060	Approved	Hesse, Regan Perigo, Maurice	07/15/2014	7/15/2014
	Operating Legislative Allotment	0058	Approved	Hesse, Regan	05/21/2014	5/22/2014
	Operating Legislative Allotment	0059	Approved	Hesse, Regan	06/05/2014	6/12/2014
	Operating Legislative Allotment	0068	Approved	Hesse, Regan	08/18/2014	9/05/2014
	Capital Transfer	0064	Approved	Hesse, Regan Perigo, Maurice	07/15/2014	7/15/2014
	Capital Transfer	0101	Approved	Hesse, Regan Perigo, Maurice	01/30/2015	2/03/2015

Report Tutorial Appendix 2

AMR020 Unanticipated Receipt Approval Request

Purpose and Overview of Report

The AMR020 report creates the Unanticipated Receipt Approval Request form with all the data filled in. This report replaced the former B20-1 form.

The report is used by OFM, Legislature & agencies during the Unanticipated Receipt approval process. A Packet number is **required** for this report and it must be available within the dropdown.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

Agencies will only be able to view their own agency data.

OFM and legislative staff will be able to view one, all or several agencies collectively.

All will have the ability to select from the following views:

1. One packet number within the agency.

Report Detail


The report is printed in portrait. The official title is displayed in the upper left hand corner. The form will be set up in a grid format to resemble the official form.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Biennium
- 4) Agency
- 5) Packet Number

Report Tutorial Appendix 2

	UNANTICIPATED RECEIPT APPROVAL REQUEST	PACKET NUMBER 0030 - Pacific Tower Gates Foundation Grant	DATE SUBMITTED 5/27/2014 9:16:08AM
AGENCY CODE & TITLE 103 - Department of Commerce		CONTACT PERSON Tim Hamman	PHONE NUMBER (360) 481-4829
PROGRAM CODE & TITLE 900 - Capital		BUDGET ACTIVITY CODE & TITLE -	Capital

PURPOSE OF GRANT AND DESCRIPTION OF HOW FUNDS WILL BE USED
 Pacific Tower is a central location for medical-oriented non-profit organizations to work under one roof. This grant would be used for infrastructure improvements, furniture, and equipment for ten anchored tenants who will form the core of the Pacific Tower and Innovation Center collaborative hub. Convert office space to accommodate classrooms and medical services. Technical equipments and furnishings are also needed for clinical training facilities for tenants such as Neighborcare Health and Seattle Central Community College. Auditorium and conference room improvements are needed as well, plus multi-lingual information displays.

TIME PERIOD FOR THIS GRANT / AWARD
 Begin Date (month/day/year) **04/17/2014** End Date (month/day/year) **04/30/2015**
 Note: If a portion of the grant period occurs after the next legislative session, that portion of the grant should be normally included in the agency's next budget request. (See Instructions)

TYPE OF GRANT / AWARD

☒ NEW - The agency needs additional spending authority to spend the grant.

☐ RENEWAL - The agency received the grant previously.

☐ ADDENDUM - The agency has received additional funds to an existing grant/award and/or the purpose of the grant has been expanded.

☐ CARRY OVER FROM PREVIOUS BIENNIUM - The agency has funds remaining from a previously approved unanticipated receipt from the previous biennium. Indicate Allotment Packet Number(s):

☐ PASS-THROUGH ONLY - Check if the full amount will be passed on to the recipients and explain the nature of the pass-through.

BUDGET IMPACT SUMMARY

	ACCOUNT - Expenditure Authority Type	PREVIOUS BIENNIUM	CURRENT BIENNIUM	ENSUING BIENNIUM	CURRENT ALLOTMENT REQUEST	AMOUNT AGENCY EXPECTS TO REQUEST IN NEXT BUDGET SUBMITTAL
FTEs		0.00	0.00	0.00	0.00	0.00
GRANT / AWARD	057 - 9	0	250,000	0	250,000	0
MATCHING FUNDS*	-	0	0	0	0	0
TOTAL DOLLARS		0	250,000	0	250,000	0

* Does the grant require matching funds? ☐ YES ☒ NO
 SOURCE OF MATCHING FUNDS:

 If yes, and the funds will come from the agency's current budget, indicate the programs and activities that will be affected.

ANALYSIS (to be completed by requesting agency) Attach additional documents or explanation as necessary

YES	NO	
X		1. Can these funds be substituted for presently allotted funds? If yes, describe the source and the amount to be placed in reserve. If no, and if the reason is anything other than a specific stipulation by the grantor, please explain.
	X	2. Does the acceptance of these funds commit the state to further expenditures in a later period? If yes, indicate the probable source of future funding.
	X	3. Does this new grant/award a new policy direction? If yes, it should be considered in the agency's new budget request rather than the unanticipated receipt process.
		4. Indicate the specific plan for termination or continuation of the program beyond the anticipated length of time of funding. This grant is one-time funding and will be completed by 4/30/2015

Report Tutorial Appendix 2

AMR021 Estimated Revenue and Actual Cash Receipts and Disbursements and Balances

Purpose and Overview of Report

The AMR021 report provides the Office of Financial Management (OFM) a monthly view of the Actual Cash and Actual Disbursements for all agencies so that they can monitor the Cash Balance to date and projections through the biennium. The report displays information by month and biennium.

The report is for OFM use but agencies can also run the report.

Note: This report replaces AMR014, AMR015, & AMR016 for cash balance reports with the removal of the requirement to enter Cash Receipts and Cash Disbursements.

Availability

All reports are available through Reporting Portal. Go to Reporting Portal and locate the BUDGET REPORTS folder and select Allotment Reports. Once you have accessed the folder, find the particular report you are interested in and open it. You request the report using the standard Reporting Portal report creation steps.

Report Views

OFM, legislative staff, and agencies will be able to view all agencies collectively.

All will have the ability to select from the following views:

1. All or several packets status.
2. All or several Accounts.

Report Detail

The report is printed in landscape. The personal title is centered at the top of the page in the header section. On the left side of the header beginning the line directly below the personal title will be the following information listed in a column: Packet Purpose, Packet Number, and Packet Status. On the right side beginning on the line directly below the personal title will be: the report number, date run including the time and print date including the time.

The body of the report will contain information based on the main sections and their various subsections. The various sub sections will depend on the report parameters selected.

Report Tutorial Appendix 2

The following report parameters are available for selection:

- 1) Instance Title
- 2) Format (Default is Crystal Reports)
- 3) Personal Title
- 4) Biennium
- 5) Agency (Default is all and cannot be changed)
- 6) Packet Status (Default is all)
- 7) Account (Default is all)
- 8) Only Accounts with Projected Negative Balances (Default is No)
- 9) Packet Number (Default is all and cannot be changed)

OFM

State of Washington
Estimated Revenue and Expenditures and Actual Cash Receipts and Disbursements and Balances
 2015-17 Biennium

Packet Status: ALL

Report Number: AMR021

Date Run: 8/18/2015 8:34AM

Print Date: 8/18/2015 8:37AM

001 General Fund

Beginning Cash Balance*	From TALS			Actual Cash for closed months (Open months use estimates)			Actual GAAP From AFRS for closed Months			
	Allotted Revenue	Allotted Expenditures	Est. Cash Balance	Act. Receipts/Est. Revenue	Act. Disbursements/Est. Expenditures	Actual/Projected Cash Balance	Actual Revenue	Variance from Estimates	Actual Expenditures	Variance from Estimates
1,001,141,916										
Fiscal Month										
Jul 15	2,105,687,115	2,816,812,284	290,016,747	3,492,326,965	4,069,682,815	423,786,067	2,416,963,872	(311,276,757)	2,844,206,821	(27,394,537)
Aug 15	2,244,460,131	2,681,115,214	(146,638,336)	2,244,460,131	2,681,115,214	(12,869,016)				
Sep 15	2,352,545,374	2,467,704,843	(261,797,805)	2,352,545,374	2,467,704,843	(128,028,468)				
Oct 15	2,271,241,334	2,518,926,425	(509,482,896)	2,271,241,334	2,518,926,425	(375,713,576)				
Nov 15	2,996,973,175	2,219,043,670	268,446,609	2,996,973,175	2,219,043,670	402,215,929				
Dec 15	2,404,253,969	2,464,440,493	208,260,085	2,404,253,969	2,464,440,493	342,029,405				
Jan 16	2,380,855,643	2,766,468,506	(177,352,778)	2,380,855,643	2,766,468,506	(43,583,458)				
Feb 16	2,177,156,327	2,668,168,403	(668,364,854)	2,177,156,327	2,668,168,403	(534,595,534)				
Mar 16	2,158,840,517	2,447,395,612	(956,919,949)	2,158,840,517	2,447,395,612	(823,150,629)				
Apr 16	2,419,576,106	2,553,210,672	(1,090,554,515)	2,419,576,106	2,553,210,672	(956,785,198)				
May 16	3,052,544,077	2,252,822,182	(290,832,620)	3,052,544,077	2,252,822,182	(157,063,300)				
Jun 16	2,748,587,316	2,376,211,825	81,542,871	2,748,587,316	2,376,211,825	215,312,191				
Jul 16	2,165,033,586	2,940,744,310	(694,167,853)	2,165,033,586	2,940,744,310	(560,398,533)				
Aug 16	2,346,017,886	2,880,853,283	(1,229,003,250)	2,346,017,886	2,880,853,283	(1,095,233,930)				
Sep 16	2,445,617,719	2,541,038,495	(1,324,424,026)	2,445,617,719	2,541,038,495	(1,190,654,706)				
Oct 16	2,357,643,139	2,601,161,952	(1,567,942,839)	2,357,643,139	2,601,161,952	(1,434,173,519)				
Nov 16	3,104,371,541	2,296,991,908	(760,563,206)	3,104,371,541	2,296,991,908	(626,793,886)				
Dec 16	2,497,556,684	2,537,001,014	(800,007,536)	2,497,556,684	2,537,001,014	(666,238,216)				
Jan 17	2,470,847,131	2,834,084,747	(1,163,245,152)	2,470,847,131	2,834,084,747	(1,029,475,832)				
Feb 17	2,249,486,944	2,764,895,692	(1,678,653,900)	2,249,486,944	2,764,895,692	(1,544,884,680)				
Mar 17	2,221,529,670	2,514,832,406	(1,971,956,636)	2,221,529,670	2,514,832,406	(1,838,187,316)				
Apr 17	2,490,099,364	2,641,718,634	(2,123,575,906)	2,490,099,364	2,641,718,634	(1,989,806,586)				
May 17	3,149,325,702	2,332,002,421	(1,306,252,625)	3,149,325,702	2,332,002,421	(1,172,483,305)				
Jun 17	2,865,487,639	2,448,538,900	(889,303,886)	2,865,487,639	2,448,538,900	(755,534,566)				
Total Bien	59,675,738,089	61,566,183,891		61,062,377,939	62,819,054,422		2,416,963,872	(311,276,757)	2,844,206,821	(27,394,537)

Report purpose: To monitor cash balances to date and projections through the biennium. Includes GL 3110 (est. revenue) GL 6210 (Est. Expenditures), and GL 4310 (current treasury cash activity). Actual cash receipts include debits to GL 4310, and actual cash disbursements include credits to GL 4310. For local accounts also include GL 4110 expenditures.

Report purpose: To monitor cash balances to date and projections through the biennium. Includes GL 3110 (est. revenue) GL 6210 (Est. Expenditures), and GL 4310 (current treasury cash activity). Actual cash receipts include debits to GL 4310, and actual cash disbursements include credits to GL 4310. For local accounts also includes GL 1110 except Agency 790.